



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020, Olympia, Washington 98507-9020
HOME INSPECTOR BOARD
MEETING MINUTES

DATE: October 9, 2008

PLACE: Department of Licensing
Home Inspector Program
The Hilton/San Juan Room
17620 International Boulevard
Seattle, WA 98188
Hotel (206) 244-4800

MEMBERS PRESENT: Bruce MacKintosh, Board Member/Chair
David Pioli, Board Member/Vice Chair
Michael O'Handley, Board Member
Steven Smith, Board Member
William Meyer, Board Member
Stephen Cancler, Board Member
Deb Wenneman, Board Member

STAFF PRESENT: Lee Malott, Program Administrator
Jerry McDonald, Assistant Program Administrator
Rhonda Myers, Program Manager
Dolores Casitas, Real Estate Education Manager
Deb Wright, Real Estate Licensing Manager

CALL TO ORDER: Bruce MacKintosh, Chair

- A. Approval of Agenda
Motion to Approve Agenda
- B. Approval of Minutes
Motion to Approve Minutes
Motion Seconded and Carried
- C. Subcommittee Reports

- **Licensing**

- Dave Pioli, Vice Chair/Board Member, reported for the Licensing Sub-Committee.
- The draft of the home inspection licensing application for home inspectors who are currently working as home inspectors (grandfather clause) was discussed. The two areas of the application process were the use of a signed affidavit from the applicant to certify they have a minimum of two years experience as a home inspector, and a signed affidavit to verify completion of 100 home inspections. The two forms are to be provided to the department prior to the applicant taking the state portion of the required licensing examination.
- The second recommendation was for pre-licensing applicants to provide proof of 120 hours of classroom training. The proof would be presented by the applicants through certificates of completion of the approved courses.
- The third recommendation to the full board was documentation of 40 hours of field training which would be similar to the documentation completed for actual home inspections. The field logs would be signed by a licensed home inspector, and presented as proof of the field training.
- There was discussion regarding the field logs to be provided by the applicant.

- **Education**

- The sub-committee recommended the proposed examination be sent out for bids. The department would initiate the process called Request For Proposal or RFP.
- It was discussed that the National Home Inspector Examination be used. There are other examinations available however, 21 states have now adopted the National Exam. This exam could be used at no cost to the state. The exam would be available online, and the exam results would be available immediately for the applicant upon completion of the exam. It was discussed that it would be mandatory for all applicants to take and pass the same exam.
- There was discussion of the examination requirements:
 - There would be two exams consisting of a technical test, and the law for home inspectors in the State of Washington.
 - The state portion of the exam would be developed initially by the department, and the second exam writing would be developed with oversight from the Board.
 - A fee would be charged for both exams.
- The next topic discussed was the definition of classroom instruction. The Board determined they would prefer to use the definition of "classroom" as defined by the Attorney General's Office. That definition states that classroom hours must be in a classroom setting with interactive instruction for the required 120 hours of required instruction, and not provided by online instruction.
- The classroom education vs. online education was divided for pre-licensees to take pre-approved courses in a classroom setting, and for post licensees to have the option of classroom education or the ability to use of online delivery for continuing education.
- The subcommittee asked the Board to consider the following for field training components:
 - The applicant/trainee should have a minimum of 40 hours of field training and at least 10 inspections of which five are simulated.
 - The hours shall be certified by a home inspector with a minimum of 250 fee paid inspections and at least two years of experience as a home inspector.
- There was discussion surrounding the proposed field training requirements.

- Pre-licensing course approvals would be determined after reviewing curriculums presented from schools already having a defined curriculum established. An example of a sample curriculum from Bellingham Community College was reviewed.
- Two curriculums would be required: one for pre-licensing course approval, and one for continuing education. There also was discussion surrounding the curriculums.
- Motion: The Board recommends that the department consider the National Home Inspector exam and others that meet the requirements of House Bill 6606 for the RFP process. Motion seconded and carried.

- **Changing Business Practices**

- This subcommittee has held three meetings as of this date.
- The agenda for the subcommittee was to develop Standards Of Practice, develop professional conduct rules, a code of ethics, rules for advertising and other related topics.
- WAC standards were reviewed, and used as a guideline.
- The subcommittee added a section to the Standards of Practice relating to garages.
- In their third meeting, the subcommittee addressed ethics issues. There were discussions surrounding the pre-inspection agreements. It was decided the pre- inspection agreement must define the scope of work.
- The next topic discussed was standards for home inspections. As defined a pre-listing and pre-sale written report that names most of the components listed in the Standards Of Practice must also be listed in the pre-inspection agreement. The standard home inspection cannot be a verbal agreement. It must be delivered in writing. The pre-inspection agreement would be presented as a written contract, and signed by the client outlining the standard of work performed by the home inspector.
- The committee also reviewed ethics rules from the State of New York and several other associations.
- One topic addressed was the significance of a code of ethics.
- There was group discussion regarding the Standards Of Practice.
- The proposed code of ethics was read to the Board and audience.

D. Other Business

There was group discussion that focused on the subcommittee reports.

E. Adjourn

Motion to Adjourn the Meeting

Motion Seconded and Carried

Respectfully Submitted,



Lee Malott, Administrator

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